CATS CLOSING CASE CHECK LIST for C-CASES - 4/8/2002

At the time information entered into the closing screen, check the following:

ACTION	*CONFIRM THAT*
REGIONAL DETERMINATION	Case must show a **regional determination**, even if unsolicited w/d. Enter a "merit" regional determination for adjusted w/d or dismissal. Enter "other" for lack of cooperation dismissal and enter note as "failure to cooperate". Click "**DETERMINATION, EDIT, APPLY**", to see if "investigation complete box" pops up. If it does, check *OK* that all allegations taken care of. Check all companion, suffix, disposition **grouped** cases, etc for "investigation complete".
CATEGORY	**Must have entry** for an "**investigation**" stage for all cases. Litigation category entered for all complaints. Compliance category entered for all settlements, Board, court cases
DEFERRAL	**Resume processing date** must be entered upon w/d, dismissal, issuance of complaint, settlement or other further action on case If adjusted w/d or dismissal, complaint or settlement, **enter a regional determination** showing "merit" as a second sequence (the first having shown "defer"). If not adjusted, enter second regional determination as "nonmerit".
MULTIPLE DISPOSITIONS	Where there are multiple dispositions (dismissal, withdrawal, settlement, complaint), one must show **"full"**. See attached list for hierarchy of dispositions. Complaint is automatically "full".
ADJUSTED W/D or DISMISSAL	**Adjusted box** must be checked. Must be a **closed case report**. **Consistency in entries**; if withdrawal screen shows "withdrawal adjusted", then closing screen shows "withdrawal adjusted", CCR shows "non board" as compliance type and closing type. Check that allegations are correct.
SETTLEMENT	Settlement screen shows "**full".** **Closing screen** shows "closed on informal settlement". **CCR** shows "informal settlement" for compliance and closing type.
CLOSED CASE REPORT	Check **consistency**, between entries such as closing type, closing stage, complaint issued, with other screens, including closing screen. **Verify** that number of employees, backpay or dues are entered, bargaining is checked for all 8(a)(5) cases, and entry in bargaining drop down box. If "Other" then there should be something in the "other remedies" open box. Has the "paid by" box been completed?
CLOSING	Closing method and type are **consistent** with entries in other screens
GROUPING	Reflects proper status, particularly for disposition and same situation
OVERVIEW	Look at overall data, for **logical** errors. Check "allegations" and chronology screen and dates on card. For example, is the determination date prior to the filing date? Or, does the Regional determination show no merit, yet there is a settlement. Check CATS case card against information in actual case file for accuracy. Are all allegations applied?
TRANSFERS	For Interregional Assistance Transfers, "**Date filed**" should be actual date filed. Closing method is "transferred".